

1. Site Name: Sauget Area 1	2. WA #: 47-5N60	3. State: IL													
EPA Region V ARCS Contract Award Fee															
<input type="checkbox"/> Summary Evaluation Report	<input checked="" type="checkbox"/> Performance Event Report														
Contractor: E&E		Contract Number: 68-W8-0086													
Contractor Program Manager: Daniel Sewall		Phone: (312) 578-9243													
Project Officer (PO): Steve Nathan		Phone: (312) 886-5496													
Contracting Officer (CO): Peggy Hendrixson		Phone: (312) 886-6581													
Work Assignment Manager (WAM): Leah Evison		Phone: (312) 886-4696													
Performance Period From: November 1, 1997 to April 30, 1998															
Performance Evaluation Category															
<input checked="" type="checkbox"/> Overall Technical Performance	<input type="checkbox"/> Program Management Evaluation														
Contractor Performance Evaluation															
<input type="checkbox"/> Outstanding	<input checked="" type="checkbox"/> Exceeded Expectations	<input type="checkbox"/> Satisfactory													
<input type="checkbox"/> Marginally Satisfactory	<input type="checkbox"/> Unsatisfactory														
<p>Description of Activities:</p> <p>During this reporting period, the contractor completed all of the deliverables for the project, which included technical maps and summaries of both Sauget areas, a PRP database, and photomaps of property ownership for both Sauget areas.</p>															
<p>Overall Performance Evaluation:</p> <p>Overall performance during this period was "exceeds expectations". The PRPs level of effort and staffing were exceptional, their technical data deliverables and photomaps were generally of very high quality and the PRP database deliverable and project planning was of acceptable quality.</p>															
<p>Strengths/Weaknesses/Needed Improvements:</p> <p>The contractor showed exceptional ability to get a large project done in an unusually short period of time and to produce unusually helpful graphic presentations of technical data.</p>															
Evaluator Signature:		Date:													
Evaluation Criteria Score Sheet															
Project Planning	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20%;">5</td> <td style="width: 20%;">4</td> <td style="width: 20%;">3</td> <td style="width: 20%;">2</td> <td style="width: 20%;">1</td> </tr> <tr> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </table>					5	4	3	2	1		X			
5	4	3	2	1											
	X														
[Organizing (e.g. work plan development, data review); scheduling; budgeting]															
<p>Because of the unpredictable nature of this work assignment (due to the unknow volume and nature of data gathered from various agencies and within EPA), scheduling and budgeting had to be revised rapidly within a very short period of time. The contractor stayed in good contact with the RPM this process.</p>															
Technical Competence & Innovation	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20%;">5</td> <td style="width: 20%;">4</td> <td style="width: 20%;">3</td> <td style="width: 20%;">2</td> <td style="width: 20%;">1</td> </tr> <tr> <td></td> <td></td> <td>X</td> <td></td> <td></td> </tr> </table>					5	4	3	2	1			X		
5	4	3	2	1											
		X													

[Effectiveness of analysis; Meet plan goals; Expert testimony; Support COE/State/Enforcement; Adhere to Regs and procedures; Approach creativity/ingenuity]

The contractor was very effective in proposing graphical means of presenting the technical data summaries and the photomaps of property ownership which generally produced deliverables of high quality, with some even more useful than the RPM had anticipated. This involved gathering, reviewing and summarizing a gargantuan amount of data from multiple agencies, such as 100,000 pages of file information and 75,000 pages of microfiche. The contractor's creative use of photomaps for property information proved a very valuable suggestion to the agency which will prove useful in upcoming legal actions.

Schedule and Cost Control

5	4	3	2	1
		X		

[Budget (hours & costs) maintenance; Priority schedule adjustments; Cost minimization]

Due to the unpredictably large volume of data gathered by the contractor, the schedule and cost needed to be adjusted several times during this short project. This was really unavoidable and couldn't have been foreseen by the contractor. Budget control was maintained as much as possible through use of lower grade personnel in some tasks.

Reporting

5	4	3	2	1
		X		

[Timeliness of deliverables; Clarity; Thoroughness]

The technical deliverables were clear and generally thorough. The PRP database deliverable was of acceptable quality. Deliverables were delayed beyond the originally agreed-upon deadlines due to the unexpectedly large volume of data which was gathered by the contractor. The new deadlines were agreed-upon with but unfortunately due to the impending end of the contract, did not allow much time for EPA review of draft documents. This was unavoidable by the contractor, who in fact made a tremendous effort to complete the project before the end of the contract (see below.)

Resource Utilization

5	4	3	2	1
X				

[Staffing; Subcontracting; Equipment; Travel, etc.]

The contractor showed exceptional commitment to completion of this project in the time frame available by committing a large number of staff from multiple offices to this project. This included a total of 22 persons of differing levels of technical ability. An appropriate level of expertise was used for various parts of the project. The project was coordinated very ably by the contractor's project manager, who kept good control of the overall flow of this very fast-paced project. Travel was minimized by combining purposed for trips.

Effort

5	4	3	2	1
X				

[Responsiveness; Mobilization; Day-to-day; Special situation (e.g. adverse/dangerous conditions)]

The contractor used truly exceptional effort to complete this project by the end of the contract period. The entire team of contracting staff working on the project appeared to work well together to meet final deliverable timeframes and evolving expectations of the Agency. The unexpectedly large volume of data reviewed by the contractor took a very high level of activity on the part of the contractor's staff to gather, organize and summarize into useful forms for the Agency. In addition, the contractor was able to ably supply an extra numbers of deliverables as requested by the Agency towards the end of the project.

Contractor Performance Evaluation by Project Officer

5

4

3

2

1

Project Officer Assessment and Certification:

Project Officer Signature:

Date: